

USMA POLICY MEMORANDUM # 75-00

16 June 2000

SUBJECT: Superintendent's Loge for Home Football Games

1. PURPOSE. To outline priorities and procedures involved with seating guests in the Superintendent's Loge for home football games at Michie Stadium.

2. APPLICABILITY. This policy applies to the United States Military Academy (USMA), the **Director of Academy Advancement (DAA)** coordinating the support for the Association of Graduates (AOG), the Directorate of Intercollegiate Athletics (DIA), and subordinate agencies and activities.

3. BACKGROUND.

a. The Protocol Office has the primary responsibility to place and support seating for those guests extended an invitation by the Superintendent or leader team members. The Association of Graduates will have the primary responsibility to place and support seating for those guests extended an invitation by the **AOG**. DIA will have the primary responsibility to place and support athletic contributors and invited guests for viewing games from the Superintendent's Loge.

b. The Superintendent's Loge is designed to provide a premium seating venue for Academy guests. Guests include, but are not limited to, Army Athletic Association (AAA) major donors, friends of the Academy, Major Activity Directors, Academic Board members, **AOG guests and their escorts**, and distinguished Academy graduates and visitors.

4. POLICY. USMA activities hosting guests/prominent persons and inquiring about seating in the Superintendent's Loge need to request approval through the Protocol Office, with final approval authority being the Superintendent or the Chief of Staff, **USMA**. AAA donor seating will be coordinated through DIA with seating in the Loge area according to the level of donation. DIA will also **have** seating on game days for the cultivating of potential AAA major donors.

5. GUEST CRITERIA.

a. **Dress Policy:** The dress **policy** for the Superintendent's Loge is, unless directed otherwise, Class As with service hat for military personnel; and coat and tie for civilian male guests and the equivalent for ladies. Casual attire (i.e. jeans or non-collar shirt) is not permitted in the Loge. All groups with guests sitting in the Loge are responsible for ensuring that their guests are aware of the Dress Policy.

b. **Children:** Children must be at least 12 years of age to sit in the Loge unless approved by either the Chief of Staff, USMA or the Superintendent NLT 48 hours prior to a scheduled game. A memorandum must be submitted through the MAD, to the SGS to obtain the Chief of Staff's approval. The memorandum should explain the reason that the child or children should sit in the Loge.

c. **Seating Policy:** Upon entering the Loge, guests must have game tickets with seat locations. Ushers provided by DIA will be available to assist guests in finding their assigned seats. **Handicap seating for the Loge will be provided in the Bradley Room located in the Loge. This area will accommodate one handicapped individual and one guest only. Use of the Bradley Room will be controlled by DIA.**

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d. Seat Entitlement: The Loge seats a total of 505 guests. Seating is divided among DIA, the Protocol Office, the USMA Staff and Faculty and the AOG. Seating in the Loge for selected USMA Staff and Faculty is not an entitlement. DIA's continued efforts in the sale of seating to support donor programs determines the amount of seating that can be offered to the USMA Staff and Faculty on a year-to-year basis. The allocation of Staff and Faculty season ticket availability may be affected by additional AAA donor requirements. If this occurs, any season ticket holder displaced from the Loge for the following season will be offered seating adjacent to the Loge. USMA Staff and Faculty who sit in the Loge have a responsibility to represent the Academy and to interact with official guests. Individuals allocated seats in the Loge may not pass their tickets to someone else or sell them. Tickets that cannot be used by the principle for a particular game can be provided to the Protocol Office for a trade outside of the Loge, when possible or if available. Tickets received from the Protocol Office in exchange for Loge tickets can be resold.

e. Half-time Guests: Guests in the Superintendent's Loge will be permitted to receive guests during half-time in the Loge area provided the guests' names are given in advance of game day to the Protocol Office or to DIA.

6. RESPONSIBILITIES.

a. Protocol Office will:

(1) Plan, coordinate, execute and monitor, in conjunction with DIA, policy compliance with respect to seating in the Superintendent's Loge.

(2) Prepare a Loge seating diagram for the Superintendent's for each home game.

(3) Ensure that invited guests are aware of the policy requirements of this memorandum.

b. DIA will:

(1) Arrange for ushers to staff the doors to the Superintendent's Loge. Ushers will be responsible for showing guests to their seats, and monitoring the doors with access to the stadium. A minimum of two ushers will be assigned to the Loge entrances and two for seating. DIA personnel or ushers will bring any issues with respect to confusion over seating to the attention of the Secretary of the General Staff for resolution.

(2) Ensure invited guests are aware of policy requirements as outlined in paragraph 5 above.

(3) Assist Protocol in the monitoring of policy compliance to the seating of their respective guests.

(4) Provide programs for all guests in the Loge.

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7. EXPIRATION. This policy is effective until superseded or rescinded and should be reviewed annually prior to the beginning of the football season.

FOR THE SUPERINTENDENT:

/ original signed /
GRANT M. SMITH
COL, EN
Chief of Staff

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A-E Electronic